

ICCW Interdepartmental Coordinating Committee for Women

February 18, 2002

Meeting called to order by chair, Jean Branscum.

Attended by: Lesa Evers, Agriculture; Angela McDannel, Environmental Qualities; Tina Marie Wilson, FWP; Pam Harrington, Higher Education; Molly Holz, Historical Society; Lori Idland, Judiciary; Lenore Adams, Legislative Branch; Linda Huseby, Livestock; Donna Wrubel, Military Affairs; Barb Smith and Kime Evermann, DPPHS; Marla Larson, PSC; Beth Campbell and Pam Spore, Revenue; Darlene Raundal, State Auditor; and Jacqui Garcia, State Fund..

Mission Statement

Create positive change for all state employees by promoting the full participation of women in state government.

Our speaker was Mark Peck, Safety and Security Manager, General Services Division of Department of Administration. Mark spoke about Security of the Capital Complex and what we could expect in the future. He wanted everyone to know "the events of 9/11 didn't have an effect on increasing security. His agency commissioned an analysis of security issued and learned we have very little security. There is a security "force" that monitors doors and boilers, but is not for protection. Based on viable threats, mostly workforce violence, there are fixes needed to make our security better. One of the recent changes is Executive Protection. Montana was the last state to implement this. Mark is working on a strategic plan to bring field offices into a statewide plan for security and plans on drafting legislation to implement new security measures. Some of the issues he plans to address are training and awareness for employees; communication of procedures and sharing of information between agencies and security people; and protection of our resources as well as employees. Lewis & Clark County, as well as City of Helena and the State are working together with FEMA on an earthquake vulnerability projection. Any concerns by employees should be presented to their Safety Officers or to Mark. His phone number is 1462 and email is mpeck@state.mt.us.

Minutes from January, 2002's meeting were not available for review so were not approved at this meeting.

Treasurer, Beth Campbell, reported the only change from last month was an increase of revenue of \$3.64 from dividends earned on the savings account. Treasurer's Report was approved as presented.

Barb Smith, Employee Benefits Advisory Committee advised the group that their first meeting for 2002 will be Friday, 2/22/02 and the topic of discussion will be the dental plan.

EIAC update- Angela McDannel reported the committee had met last week and discussed the 457 – Compensation Plan. The committee will be reviewing funds in the plan to see who's been doing good and which funds needs to be replaced. The Consultant recommended sweeping changes and the committee will be reviewing their recommendations. On the 401A Defined Contribution Plan, the video books might be sent out the end of March with workshops beginning in April.

Announcements – None

Discussion Topics – None

Subcommittee Reports:

Recognition – Lenore Adams reported the progress. They are working on editing the mailing list. Laurie Idland will be taking care of the judges. Lenore asked for suggestions on printing – if the packets are done in color, the cost would be over \$500, but if they are done in black and white on gray, it would save about \$200. The plan was to print and mail 400 packets. If printed without color, then printing, postage, food and awards would come in just under budget. It was suggested that instead of mailing out the packets, a postcard be sent to everyone on the mailing list letting them know the packets were available and they could either call, or email someone for a packet, or obtain it from the website.

After some discussion, it was decided it would be better to spend more on an awareness program and PR/ getting the word out, than on printing colored packets. Lenore will forward the mailing list to everyone to review. If you have groups to add or know of changes, get them to Lenore by Friday, 2/22. Everyone was encouraged to contact people within each agency to nominate someone from your agency. Each member should aggressively seek nominations from any of the 3 categories. Lenore will work on the postcards and will be sending out a press release by the end of the week. If possible, get the information into any newsletters, publications you know about, add it to your agency's Intranet. Packets are due back by March 29th and the ceremony will be May 17th. Our goal is to triple the number of nominations received last year (8).

Communication/PR – no report

Education – Donna Wrubel passed out a draft report showing the survey results. The subcommittee has met twice to work on the project and will be meeting again. Still need to get the number of people the survey was sent to so we can see what % responded. Everyone should be sending Marsha Davis the number of people within your agency you asked to complete the survey. The subcommittee is looking for feedback from everyone – send remarks to Donna. The topic for our next meeting will be the survey and the recommendations the subcommittee feels need to be made to the Governor.

Workforce Development – No report

Measures – No report

Jean reminded subcommittees that at the March meeting, they will be asked to report on a mid-term review of goals and any adjustments made to meet the goals set for this year.

T-Shirt Sales project has been put on hold until the Director of DOLI has a chance to discuss the project with the other agency directors to assure it's ok with them to sell within their agencies.

Meeting adjourned to form subcommittee meetings.